



SANTAS NORTH POLE

2024 EXHIBITOR RULES & REGULATIONS

Event Summary

On Saturday, December 7th, 2024, The Montpelier Center for Arts & Education will hold The Santa's North Pole event. This event will take place inside the Montpelier Center Ballroom and Dance Studio. It will host local artisans selling their art/goods and pictures with Santa for the community to enjoy. Santa's North Pole will bring together talented producers in our area to offer visitors a chance to celebrate local crafts and the holidays. The Center provides FREE pictures with Santa, so we expect a large crowd of holiday shoppers.

Location

The Montpelier Center is located at 17205 Mountain Road, Montpelier, VA 23192. Santa's North Pole will take place inside The Montpelier Center.

Date / Hours

Santa's North Pole will take place Saturday December 7th, 2024, from 10am through 3pm. Exhibitors are permitted to arrive at 8am to begin setup of their booth. Breakdown and cleanup must be completed by 5pm, unless otherwise arranged with office staff.

Exhibitor Guidelines

This event will take place indoors in The Montpelier Center ballroom and surrounding art gallery.

Eligibility Requirements

Handcrafted items and consumable products are preferred. All vendor's crafts/items need approval by the Montpelier Center. If any item is deemed inappropriate, we will ask that it be removed from display. Only Vendors accepted into Santa' are permitted to participate i.e., subletting, selling, or giving space to anyone is not permitted.

Booth Information

All booths will be 8 ft. deep and 8 ft. wide and located throughout The Montpelier Center's ballroom.

- Each exhibitor is responsible for their own display materials.
- All tables, chairs, and displays must fit within your allotted booth space.
- All work and displays must stay within your designated booth spot. No debris should be visible. The assigned booth must be kept clean throughout the event and left as found afterwards.
- Amplified music is not permitted without the consent of The Montpelier Center, with the exception of entertainment contracted by The Center for the event.

Fees

Booth Fee is \$35 and will need to be submitted with online registration.

Cancellation/Refunds

If you wish to cancel your reservation, please contact The Montpelier Center office. It may take up to 4 weeks for a refund to be processed. All refunds are subject to approval by The Montpelier Center. The deadline to request a refund is Friday, November 29th, 2024.

Sales Tax

Exhibitors are responsible for tracking and reporting their own sales tax in accordance with the rules and regulations of the State of Virginia.

Compliance

If selling consumable goods, exhibitors must comply with all local Health Department and Virginia Department of Agriculture and Consumer Services regulations applicable to their product. Vendors are completely responsible for all appropriate labelling, licenses, product inspections, weights, measures, and rules. Scales/weights are the responsibility of the vendor.

At all times, items sold at the Santa's North Pole must meet requirements of all applicable health and sanitation codes, as well as local, state, and federal agricultural requirements. It is the sole responsibility of the vendor to ensure compliance.

Accident/Injury

Any accident or injury must be immediately reported to the Montpelier Center staff. Anyone who comes to participate in the market, whether exhibitor, customer, or other, comes at his or her own risk. Exhibitors will operate at their own risk and assume liability from the customers.

Lost or Stolen Property

Exhibitors and customers, not The Montpelier Center, are responsible for the safe keeping of personal property and goods offered for sale. In the event of stolen or lost property, the police will be contacted, and appropriate action taken.

Event Management/Exhibitor Needs

This event is managed by The Montpelier Center for Arts & Education. Should exhibitors have any needs before or during the event, they are encouraged to contact Lloyd Dunnivant at info@montpeliercenter.org or (804)883-7378.

Application Instructions

Application Deadline

Applications must be submitted by Monday, November 29th, 2024 at 4pm

Application Procedure

A Vendor application must be submitted. All vendors crafts/items need approval by the Montpelier Center **A \$35.00 booth fee is due with application. Your application will not be complete or considered until the entire application has been received.**

***Fill Out Application online by using this link ----→ [Vendor Application Link](#)**

Or scanning the QR code to the right -----→

